

Lois Ann Day, Director
Authorized Signature

Number: CW-PT-12-001
Issue Date: 03/15/2012

Topic: Protective Services

Transmitting (check the box that best applies):

☐ New Policy ☐ Policy Change ☐ Policy Clarification ☐ Executive Letter
☒ Administrative Rule ☐ Manual Update ☐ Other: _____

Applies to (check all that apply):

☐ All DHS employees ☐ County Mental Health Directors
☐ Area Agencies on Aging ☐ Health Services
☐ Children, Adults and Families ☐ Seniors and People with Disabilities
☐ County DD Program Managers ☒ Other (please specify): Child Welfare

Policy/Rule Title:	CPS Assessment (Notifications section)		
Policy/Rule Number(s):	413-015-0470	Release No:	
Effective Date:		Expiration:	
References:			
Web Address:	http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab4.pdf		

Discussion/Interpretation:

What: The requirement to provide *written notification* to all parents and caregivers of all CPS assessment dispositions, whether services will be provided and whether a case will be opened is being changed to require *verbal notice*. **Written notice of founded dispositions to ALL perpetrators is still required.**

The documentation of the verbal notification (because a written copy of the notice will no longer be available) is more detailed and outlined in the modified rule.

Why: OAR 413-015-0470 needs to be amended because the current method of notification is causing confusion and frustration among clients. By changing to verbal notification, the client has the ability to ask clarifying questions and the staff person can take measures to better assure understanding. In addition, with

consideration to the current budget issues, this change will result in an immediate cost savings to the Department.

Forms: The 312a and 312b will be obsoleted. The 313a, b and c will be obsoleted and replaced with a 313 notice to perpetrators of CPS founded dispositions that will not include information about services and case status. This notice will apply to all perpetrators whether they are a parent or not.

Training/Communication Plan:

The effected rule is [attached](#) and the expectation is that staff will read the attached and direct any questions to their CPS consultant, Deb Carnaghi, the CPS Program Coordinator or Stacey Ayers, the CPS Program Manager.

In addition, this rule change will be presented at Child Welfare Program Manager's meeting and District Manager's Meeting.

Local/Branch Action Required:

Local Office staff are expected to read the changed portion of the rule and modify the existing process accordingly. Specifically providing verbal notice as outlined in the rule and documenting that notice in the manner outlined in the rule.

Central Office Action Required:

Central Office staff are expected to review the transmittal and familiarize themselves with the change in process and expectations. Central Office CPS Program staff are resources to support other staff in understanding the changes.

Field/Stakeholder review: ☐ Yes ☒ No

If yes, reviewed by: Due to the need to move quickly this rule is being filed as a temporary rule, which means that the review will occur AFTER the effective date and prior to filing the rule as a permanent rule. This process does allow for public review, a public hearing, policy council review and review by Child Welfare Rule Writers Workgroup. An exception for a Rule Advisory Committee was granted, so that review will not occur.

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Deborah Carnaghi, CPS Program Coordinator		
Phone:	503.947.5418	Fax:	503.378.3800
E-mail:	deborah.carnaghi@state.or.us		